



ITM System Quick Start Guide

Logging into the ITM System

1. To access the ITM:

For NOAA Employees:

Double click on the **TM81.ica** icon on your desktop. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen.

Click **<OK>** to acknowledge the message. The Travel Manager login Screen will appear on the screen.

☞ If you do not have a TM81.ica icon located on your desktop you will need to contact your Systems Administrator.

For BIS Employees:

Launch open your internet browser and enter the following URL address to access the Citrix Nfuse Home Page: <https://noaanf.rdc.noaa.gov>

Click on the **TM81** icon selection. A security message informing you that you are about to view pages over a secure connection will appear on the screen.

Click **<OK>** to acknowledge the message. The Travel Manager login Screen will appear on the screen.

2. After reading the Travel Manager “Privacy Act Notice”, click in the User ID field and enter your **TM User ID** and press **[TAB]**.

☞ Your TM User ID consists of the first three letters of your last name followed by the last four digits of your Social Security Number.

3. If you have already established a User ID login password, enter your password in the Password field, and press **<OK>**.

A system message will appear on the screen. Normally, this message welcomes you to the Travel Manager software. However, this message can also contain information regarding upcoming changes to the software or inform you when your software has not been updated to the most current release. Click **<OK>** to acknowledge the message. **(Proceed to step 5)**

4. If logging into Travel Manager for the first time, you will need to enter the Travel Manager default password in the Password field and press **<OK>**.

☞ *Contact your servicing Finance Office for the Travel Manager default password.*

The system will instruct you to establish your own unique password and electronic signature using the following series of messages and data entry windows:

- a. A warning message “*New User - please enter a password now.*” will appear on the screen. Click **<OK>** to clear the prompt.
- b. The Set Password window will open. Type a unique password in the New Password field and press **[TAB]**.

☞ Passwords are case sensitive and must be at least eight characters long and include at least one numeric value.

- c. Re-type your new password in the Verify Password field and click **<OK>**.
- d. A system message will appear on the screen. Normally, this message welcomes you to the Travel Manager software. However, this message can also contain information regarding upcoming changes to the software or inform you when your software has not been updated to the most current release. Click **<OK>** to acknowledge the message.

- e. The Travel Manager main document preparation screen will open and the following Information message will be displayed, “*Your electronic signature is currently blank. Please enter a new electronic signature.*” Click **<OK>** to acknowledge the message.

☞ Your electronic signature is a personal identification code used to electronically stamp travel document(s).

- f. The Set Signature window will open. Type a unique electronic signature in the New Signature PIN field and press **[TAB]**.

☞ Electronic signatures are case sensitive and must be at least eight characters long and include at least one numeric value. For internal security purposes your electronic signature should be different than your User ID login password.

- g. Re-type your new electronic signature in the Verify New Signature PIN field and click **<OK>**.

5. You are now Logged into Travel Manager.

For assistance call the CAMS Travel Help Desk on 301 427-1009 and ask for “Travel Help” on extension 172.



Reviewing and Approving Travel Documents in the ITM System

ITM displays the following system prompt upon login if a user has documents waiting their review, “*You have documents waiting your review and approval. Choose ‘Review’ from the File menu.*” Click <OK> to acknowledge the message.

To electronically review and stamp a document:

1. Click **Review** from the File drop down menu. A list of documents requiring your on-screen review and electronic signature will be displayed. The list will provide the document type, document name, departure date, whether or not a document is edit locked (edit locked documents are identified with an asterisk), and traveler’s name for each of the documents appearing in the review list.
 - ✍ Any document being identified as edit locked must be unlocked in order for the system to allow the application of an electronic signature.
2. Highlight the document you want to electronically review and click <OK>.
 - ✍ If the document you have selected to review has been adjusted the Select the Version window will be displayed. Select the current version which is marked by an asterisk and press <OK>.
3. Once the document main window is displayed, you can review the document by; viewing details with in each of the data entry windows, using the Print Preview option or by printing a paper copy of the document.
4. To electronically stamp a document SIGNED, REVIEWED, or APPROVED, click on the Document Status button. The Document Status window will open.

5. The status appearing in the Status field defaults to the status the document is expecting to have applied by the user currently logged in to Travel Manager. Accept the default status stamp and press <TAB> to the Remarks field.

✍ If an alternate status stamp is selected from the Status field drop down menu, the system may or may not allow the stamping and electronic routing process to successfully complete.

6. In the Remarks field, type an explanation or comments about the document (*if applicable*) and press <TAB> to the Signature PIN field.

Comments entered in the Remarks field are saved with the history of the document and can be viewed in the Document History field of the Document Status window.

7. In the Signature PIN field, type your electronic signature and press <OK>.

8. When applying an electronic stamp to a document, one or more of the following prompts may appear on the screen. These prompts will vary based on the document type and the stamp that is being applied.

- **If prompted**, “*You must save the document before checking funds. Would you like to save the document? (NOTE: Select YES to save the document now. Select NO to cancel stamping and funds checking.)*” Respond as appropriate, “**Yes**” or “**No**”.
- If the Save As window appears on the screen, verify that the file name is correct and click <OK>.
 - ✍ By default the travel document is saved using the authorization number as the name.
- When the Traveler applies the SIGNED stamp on a voucher, they will be prompted with a certification statement. After reading the certification statement, Click <OK> to acknowledge the message.
- When applying the SIGNED or APPROVED stamp on an authorization or voucher, the prompt “*Funds Check in Progress..*” will appear on the screen. Click <OK> to clear the message.

- When applying the APPROVED stamp on a voucher, the user will be prompted with a certification statement. After reading the certification statement, Click <OK> to acknowledge the message.

- **If prompted**, “*Save and Route current {Document type}? (Y/N)*” appears on the screen.. Respond as appropriate, “**Yes**” or “**No**”.

✍ Selecting “**N**” **will** stop the saving process, however, the electronic stamp will still be applied. **Do not** save the document when prompted when exiting the document.

- **If prompted**, “*Have you made any adjustments to the current (document type)?*” appears on the screen. Respond as appropriate, “**Yes**” or “**No**”.

✍ Responding **Yes** indicates that you have modified the contents of the document. The Adjustment for {document number} window will appear on the screen. Enter the reason for the adjustment in the Comments field and click <OK>. The Sign for Adjustment window will appear on the screen. Type your electronic signature in the Adjustment Signature PIN field and click <OK>.

✍ Responding **No** indicates that no adjustments have been made to the contents of the document.

- **If prompted**, “*Email has been sent to {reviewing or approving official’s name}.*” Click <OK> to clear this message.

✍ After stamping the document the system will return to a blank screen.